NOAA CIO Council
Meeting Minutes
July 26, 2002

Attendees:

Carl Staton, Chair	Gary Falk
Bill Turnbull	Ira Grossman
Barry West	Robert Kidwell
Rob Mairs	Fred Walton
Nancy Huang	Rick Roberts
Hugh Johnson	Linda Laboskie
Larry Tyminski	
Sarah Maloney	

Action Items

- CIOs should give Bill Turnbull names of contact points for working on PRT recommendation 52.

- CIOs should review Rob Mairs' list of cross-cutting efforts that may be needed, and suggest additions or priorities for making progress.

- Comments on the draft Strategic IT Plan are due August 2nd.

- CIOs should give Carl any suggestions for programs that may be appropriate for matrix management and for addressing critical points of failure.

Handouts:

- Status of the Active Directory effort.
- Memo from Vice Admiral Lautenbacher to Carl Staton on Program Review Action Item 52.
- Grants Online Committee Membership Recommendations.

Discussions:

1. NOAA Program Review Team (PRT) Recommendations.

This was the primary topic of discussion. Carl has responsibility or shared responsibility for PRT recommendations number 52 and 21. He will be looking for input and support from all the CIOs on this.

2. PRT Recommendation 52 on Improving the Use and Management of IT.

The deliverables for each subsection of this recommendations were discussed.

A. CIO Implementation. We should continue to be doing what we have been doing, but also look for more cross-cutting things we can do. Rob Mairs has already made some recommendations. We could use the NCIO Council to present to NOAA management areas that need a cross-functional approach, maybe making action more likely. This was also a separate subject of discussion related below.

B. Improve Efficiency and Connectivity of IT Use. Bill Turnbull suggested that NITRB criteria could be augmented to ensure that reviews consider the impact of projects on the rest of NOAA. Networking efforts are already underway. Hugh pointed out that inter-campus security is poor or lacking since security is addressed on a facility basis, and this will need to be addressed.

C. Homeland Security. Bill will coordinate with the Office of Homeland Security. This goal is harder to put teeth into. We did put items into the FY 04 budget submission. We may want to revise the OMB Exhibit 300s to address critical points of failure. We need to agree on where and how to identify critical points of failure and address the problems. To date we have an uneven approach to our security plans. Carl wants group recommendations in this area.

D. Technology Refreshment. Bill said that the technology refreshment recommendations by the PRT focused in reimbursable services because NOAA needs a common approach on how to charge for refreshment, which has been inconsistent. The PRT is certainly for internal refreshment, but since that has different cost/budget implications they didn't address it in the same way. As for the recommendation on a Working Capital Fund, we are looking for volunteers to explore this subject. Helen Wood can be a resource for expertise.

E. Data Management. Bill has already contacted NESDIS about the previous effort to issue a data management policy, which addressed end-to-end data planning. We will revisit it now. Sarah suggested that data management should be part of the NITRB criteria, looking at implications for other systems. She also suggested that there may not be a need for a NOAA data management policy, since it may be sufficient to just reflect NARA, DOC, and other existing policies in the NITRB criteria.

F. Web Services. Bill said that these efforts should be aligned with the Web Team policies and that discussions have been taking place. Some things on the HPCC test bed site will be moved to more of an operational environment.

Carl closed this area of discussion by asking that L.O. contact points for these recommendations be sent to Bill, and that the reply to the recommendations will come to the CIO Council for review.

3. PRT Recommendation 21 on the Use of Matrix Management.

Carl has met with Jolene Sullens to discuss this recommendation. Carl and Jolene will develop criteria for eligibility for matrix management. They are looking for a relatively small number of programs, five to ten. The Vice Admiral has some areas in mind - climate, coral, and marine protected areas. Carl would like to add high performance computing.

The recommendation mentions two types of agreements, but Carl and Jolene agreed that they were essentially the same. Program plans or service-level agreements will be needed.

We need to look at the fact that matrix management doesn't connect well with the way we do the budget in NOAA. The authority of a matrix program manager over funds is an issue. All related funds should at least be identified, even if the program manager doesn't have control over them in the budget.

Other portions of the recommendation seem relatively straight-forward.

Carl is looking for suggestions for matrix management, preferably areas with a good chance of success, even if smaller in scope than the areas the Vice Admiral has in mind. We could look into the $10-20M level, although if we are speaking of life-cycle costs the figure would be much higher.

4. Activity-Based Accounting.

Sarah indicated that the system being developed was just for OFA. Carl and others thought that the intent had been for a NOAA-wide approach, and that activity-based accounting would be useful beyond OFA. Carl will talk with Jolene about the scope of the project. After the meeting, Sarah confirmed that OFA management's intent is to limit the system to OFA.

5. Other PRT Recommendations.

Rob suggested that there were other PRT recommendations than 52 and 21 that have implications for the CIOs. Recommendation 32 talks about an architecture for observing systems. The L.O.s have named team members for this, and Rob will send their names to the CIOs. Although the people are non-IT in general, there should be connections with the IT architecture. The need for an observing system architecture makes the need for identifying an architecture modeling tool critical. Ira said briefings were being held on the major tools available.

Recommendation #23 expands requirements-based management to all of NOAA. CIOs will need to be involved.

Sarah says that she has involvement in recommendations #14H and J, and 19. She also is working with a group on NOAA Table of Organization, recommendation #58.

6. Cross-L.O. Teams/Projects.

Teams or projects for cross-L.O. efforts should be identified (not formal matrix-management projects). Rob said that the NOAA IT Architecture structure has six cross-cutting areas which seem to still be valid, but that teams haven't done much in some of the areas. There is a potential for real savings in some areas like telecommunications. The CIO Council could give the groups a vision of what NOAA is looking to do in these areas. Carl said that the Council should identify priority areas, and bring cross-cutting isuses to their organizations so we can try to get something done.

Carl wondered how we can re-energize the cross-cutting architecture teams. Ira suggested recalling the Architecture Working Group and using that to get moving again.

Carl said that the Administrative Systems area needed support to move forward. Sarah said that with CAMS coming up in October, ISMO staff are unavailable to participate on any new or energized working groups or teams until the end of the calendar year. Specifically on the Administrative Architecture issue, Sarah advised the NOAA CIOs that ISMO had worked with the NOAA CIO Staff -- Ira Grossman and Bob Kidwell -- and obtained concurrence with ISMO's plan to document the OFA Administrative Architecture this year, and build on that effort next year when we look to begin working on the "to be" Administrative Architecture for the future. This is a reasonable approach to the OFA Administrative Architecture, given the limited resources available within OFA CIO/ISMO.

Nancy suggested that L.O. teams might be able to help, since everyone has a stake in this.

7. Other Subjects.

Bob Kidwell addressed the following:

- The Strategic IT Plan draft is out. The final needs to be done by mid-August, so comments are needed right away.

- The kickoff for E-Learning will be this Thursday (August 1).

- The IT Planning and Analysis Office of the NOAA Office of the CIO now has a Web site up. Among the resources are a calendar and minutes of these meetings. The URL is www.cio.noaa.gov/itmanagement.

- The Exhibit 300s were discussed in terms of handling performance measures and milestones. Except for new 300s, they must be based on last year's submission. We may be able to drop

some (we want a small number of key measures and dates) and adapt, but you cannot just change either of these - there needs to be continuity.

Next meeting: to be determined.

Minutes prepared by: Richard Roberts, OCIO, July 26, 2002